



INTERNATIONAL NON-DEGREE
PROGRAM

FACT SHEET

SPRING 2024

PETRA
CHRISTIAN
UNIVERSITY

PETRA CHRISTIAN UNIVERSITY

University address & website	Petra Christian University Siwalankerto No.121-131, Wonocolo, Surabaya, East Java 60236 Indonesia https://www.petra.ac.id/
Office Address and Website	International Office Main Campus, Entrance Hall bldg., 1st floor Siwalankerto No.121-131, Wonocolo, Surabaya, East Java 60236 Indonesia https://io.petra.ac.id/
Contacts	Director of International Office P: +62-31 298 3865 E: io-director@petra.ac.id Head of Student Mobility Division P: +62-31 298 3867 E: head-mobility@petra.ac.id Staff of Student Mobility Division P: +62-31 298 3188 E: staff-mobility@petra.ac.id
Application programs and deadlines	Intake Spring (February – June) Fall (August – December)
	Duration 1 - 2 semester(s)
	Spring 2024 Intake Nomination Deadline : 15 November 2023 Registration Deadline : 30 November 2023 Fall 2024 Intake Nomination Deadline : 15 April 2024 Registration Deadline : 30 April 2024

**Academic
Program Guide****Program Type**

1. Student Exchange Program (SEP) for students from PCU partner universities
2. Study Abroad Program (SAP) for students from non-partner universities

Program Fee

1. Student Exchange Program (SEP): tuition fee waived
2. Study Abroad Program (SAP): USD 1,700 per semester

Level of Study : Undergraduate

Language of Instruction: English

Programs fully-taught in English (Bachelor Degree level)

1. English Department by Faculty of Humanities and Creative Industries
<https://inggris.petra.ac.id/>
2. International Business Management (IBM) by School of Business and Management
<https://ibm.petra.ac.id/>
3. International Business Accounting (IBAcc) by School of Business and Management
<https://ibacc.petra.ac.id/>
4. International Business Engineering (IBE) by Faculty of Industrial Technology
<https://ibe.petra.ac.id/>
5. International Digital Accounting and Fraud by School of Business and Management
<https://idaf.petra.ac.id/>

For other information on how you can study at PCU, please see the "PCU Profile" sheet via this link <https://petra.id/PCUprofile>



Application**Qualification**

- Applicants must be enrolled as full-time students at their home institution during the exchange period.
- Average GPA 2.75 out of 4.0 or equivalent.
- SEP and SAP open for 2nd, 3rd, and 4th year students.

Language Requirements

Minimum TOEFL iBT 61, TOEFL PBT 500, TOEFL CBT 173, IELTS 6.0, TOEIC 575, or B1 CEFR

English Requirement Test Waiver

- The students are currently undertaking a degree program level at their home university where English is the main medium of instruction.
- They must be full-time students at the university specified at the above point.
- They must have completed minimum 1 year at the university specified above.
- The official written proof must be printed on the university/department's official letter head paper and be authorized by the Head of the Department or the International Office of the university.
- The students' request on the English requirement test waiver will be reviewed and decided by the respective academic department of PCU. Some interviews might be requested by the department(s) to support their decision.

Course Requirements

- Minimum credit loads per semester: 12 credit units (approx. 4 - 6 courses)
- Maximum credit loads per semester: 18 credit units (approx. 6 - 9 courses)
- Registered to 1 (one) host department of PCU, but can apply for non-prerequisite courses from other departments

Registration Documents

Registration Package:

- Registration Form
- Statement Letter
- Financial Statement
- Medical Statement

A coloured scan of:

- the identification page of passport with the **passport validity date**:
 - a minimum of 6 months for a maximum stay of 60 days in Indonesia
 - a minimum of 12 months for a maximum stay of 180 days in Indonesia
 - a minimum of 18 months for a maximum stay of 1 year in Indonesia
 - a minimum of 30 months for a maximum stay of 2 years in Indonesia
- the passport's front and back cover
- the latest academic transcript;
- the latest senior high school / vocational school diploma;
- a proof of health insurance
- a proof of English language proficiency score, see language requirement section.
- a bank saving account / bank statement under the students' personal name with minimum USD 2,000 in English language (please provide the latest 3 months transaction record in subsequent)
- a coloured photo wearing formal clothes (with collar) in front of white, plain background (similar to your passport photo), minimum size of 2Mb in JPG/JPEG format
- a recommendation letter from home university's advisor or International Office.



Registration Documents

Please note that:

- all forms and documents must be **typed** directly on the .docx file, not hand-written, except for the Medical Statement;
- all documents must be authorized by a signature (copy and scan the signature image to the related forms). As for the Medical Statement, please authorize the form with the physician's signature and the official stamp of the hospital/medical center;
- all documents must be in color, NO black and white document is allowed;
- all documents must be in English language if the original is in other language;
- all documents must be sent altogether at once. Incomplete documents will not be processed.
- all documents above should be sent to head-mobility@petra.ac.id BEFORE the registration deadline.
- **YOU MAY RESERVE YOUR TICKET TO INDONESIA BUT DO NOT PAY THE TICKET BEFORE CONSULTING WITH US AND HAVING RECEIVED YOUR e-VISA.**



Registration and Visa Application Process

Home university nominates the students to

- 1 head-mobility@petra.ac.id, PCU will not accept nomination done by the individual student.



- 2 PCU via head-mobility@petra.ac.id will email the Registration Package and Course List to the students. The students will choose the courses they wish to take.



- 3 PCU will review the students' documents and announce the registration result (accepted or rejected) within 2 weeks from the registration deadline. Accepted students will also receive an invoice for the Student Visa processing and to be settled within the deadline.



- 4 PCU will inform the students about the department's final confirmation on their proposed classes due to the class quota.



- 5 The students will receive Letter of Acceptance (LoA) from head-mobility@petra.ac.id 3 (three) weeks before the semester starts:



- 6 PCU will do all the Study Visa/Student Visa (code: C316) processing.



- 7 The students receive the Study Visa/Student Visa (code: C316).



Registration and Visa Application Process

PCU will help the students finalize C316 once they have arrived in
8 Indonesia.

Preparation for C316 finalization in Indonesia:

- original passport, and
- photo ID and signature to be done at certain Government offices accompanied by the International Office staff



After the finalization, the students will get new documents to

- 9** replace the C316:
- KITAS and SKTT (Temporary Resident Permit Card);
 - STM (Certificate of Police Registration).

Registration at the End of the Program

Attention!

Before leaving Indonesia at the end of the program:

1. Please process EPO (Exit Permit Only) before leaving Indonesia at the end of your program. To get assistance, please contact head-mobility@petra.ac.id or visit the International Office, Monday – Friday at 8 am – 3 pm (break time 12 pm – 1 pm).
2. Submit these documents to the International Office **10 days** before your departure date back to your country (please be careful in counting the days if you have plan to transit in any city in Indonesia before leaving the country):
 - Passport
 - KITAS
 - STM
 - Copy of your flight ticket
3. The Immigration Officer will put an EPO stamp on your passport and terminate your KITAS.
4. Pay attention the date written on the EPO stamp, you **MUST** leave Indonesia within 7 days from the issuance date of EPO.
5. Penalty for overstaying the date is IDR 1.000.000 per day. It will be charged by the Immigration Officer at the airport.

Credit Explanation

1 credit hour for seminar class = 170 minutes per week, consisting of 50 minutes of class contact hour, 60 minutes of assignments, 60 minutes of self-study

1 semester = about 6 - 12 courses with a maximum of 24 credit hours (each course may vary from 2 - 4 credit hours)

Recommended credit for International Student is minimum 12 credits and maximum 18 credits.

1 semester = minimum 16 weeks, including 2 weeks of midterm exam and 2 weeks of the final exam.

Academic Calendar 2024

Spring 2024

Arrival Date	: 1st February 2024
Orientation	: 2nd February 2024
Classes	: 5th February 2024 – 28th June 2024
Midterm Exams	: 16th – 26th April 2024
Final Exams	: 18th – 28th June 2024
Transcript Issuance	: Second week of July 2024

Other Important Academic Information

Summer Recess : 29th June 2024 - 11th August 2024
 Winter Recess : 15th December 2023 – 4th February 2024



Financial Information

	Cost	Payment Method	Note
Accommodation Fee (off-campus boarding house, 2-5 mins walking distance from the campus)	USD 200 per month	Paid in cash to the International Office	- Requires a deposit money USD 200 to be paid in cash on check in date. - Student will get the deposit money on check out date. - The room is single occupancy, but 2 students of the same sex may share a room (double occupancy).
Visa fee	USD 450 - 1 semester USD 550 - 1 semester	Transferred to PCU's bank account on the date informed later on	Visa (C316) and KITAS
Meals	- USD 1-3 per meal (on campus) - USD 3-8 per meal (on shopping mall)		
Public transportation	- USD 5-15 (regular taxi) - USD 2-6 (Gojek or Grab)		May vary depends on the distance
Personal expenses	USD 150-300 per month		May vary per person depends on lifestyle